SCPa WORKS
SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting
Thursday, August 28, 2025 – 8:30 AM
4201 Crums Mill Road, Suite 100A, Harrisburg, PA 17112
Zoom Videoconference:
https://us02web.zoom.us/j/81883152444

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson), Andrew Williford (Secretary/Treasurer), Kenneth Tuckey

STAFF AND OTHERS PRESENT

Jesse McCree, Chief Executive Officer; Katie Lentz, Chief Operating Officer; Katherine Conaway, Office Manager; Ralph Wolf, Director of Finance; Todd F. Truntz, Solicitor

I. WELCOME/CALL TO ORDER

Chairperson Boswell called the meeting to order at 8:38 a.m.

II. REQUEST FOR PUBLIC COMMENT

Chairperson Boswell called for public comment. No public comment was presented to the Committee.

III. CONSENT AGENDA

A. Approval of July 24, 2025 Meeting Minutes

Chairperson Boswell presented the Consent Agenda, which consisted of the July 24, 2025 meeting minutes, for approval.

After discussion, on motion duly made by Andy Williford and seconded by Kenneth Tuckey, it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. APPROVAL OF POLICY

A. Personnel Policy and Procedure Manual – Pay and Compensation

CEO McCree reviewed the proposed updated Pay and Compensation Policy of the Personnel Policy and Procedure Manual. The Committee previously received a summary of the policy review and the updated Pay and Compensation Policy.

Office Manager Katie Conaway provided an overview of the policy updates, which included updated salary ranges that were reviewed with the Committee. The proposed changes include increases at each organization position level and are based on an internal salary study review that included relevant labor market data from sources such as Lightcast, a national labor market data compiler. The proposed salary range changes allow SCPa Works to offer competitive salaries within our labor market, recognizing increasing skill, experience, and abilities. This proposed revised policy was originally presented to the Commtte at at the May 29, 2025 meeting. The Committee concluded that additional data and deliberation were necessary before making a final decision on the policy, and the action was tabled.

Mrs. Conaway advised that, at the Committee's direction, a request for quotes was issued for consulting services for a salary assessment. SCPa Work's staff reviewed three quotes before selecting a consultant, Cornerstone HR & Management Consulting, which provided a salary assessment for the 15 SCPa Works staff positions. The consultant was provided with current program year 2024-2025 job descriptions, an organizational chart, and data previously provided by Lightcast for each staff position. Following its review of the provided information, the consultant provided SCPa Works with a spreadsheet and a report detailing the data used in its salary assessment. The salary assessment provided an overview of each position and relevant labor market salary information consistent with the Lightcast data previously reviewed by the Committee.

After discussion, on motion duly made by Andrew Willford and seconded by Kenneth Tuckey, it is:

RESOLVED, that the proposed revised Pay and Compensation policy of the SCPa Works Personnel Policy and Procedure Manual is hereby approved with the compensation levels established thereby shall be effective as of August 28, 2025, and is recommended to the full Board for ratification.

(Motion carried unanimously; there were no abstentions.)

V. APPROVAL OF CEO EXPENSE REIMBURSEMENT PROCESS

CEO McCree introduced a proposed CEO expense reimbursement process, a written summary of which was previously provided to the Committee.

COO Katie Lentz explained that the Bureau of Workforce Development Administration (BWDA) recommended proposed changes to the current process of approving CEO expense reimbursements. SCPa Works' current Financial Management Policy requires an additional process for approval of CEO expense reports. The Chairperson will review and approve the CEO's expense report monthly at Executive Committee Meetings. The Chairperson must approve all of the CEO's expense reports, which will initiate the Director of Finance to schedule an ACH payment to reimburse the CEO for all approved expenses. SCPa Works is seeking the Executive Committee's approval of the outlined process to be included in the Financial Management Policy. Once approved, the Financial Management Policy will be revised and presented to the Board of Directors for final approval.

After discussion, on motion duly made by Andrew Williford and seconded by Kenneth Tuckey, it is:

RESOLVED, that the Chief Executive Officer's (CEO) expense reimbursement process, as presented to the Executive Committee, is hereby approved and recommended for presentation to the full Board for final approval.

(Motion carried unanimously; there were no abstentions.)

VI. *APPROVAL OF* CARLISLE PA CAREERLINK® HVAC UNIT

CEO McCree provided an overview of the Carlisle PA CareerLink®'s need to replace the rooftop HVAC unit for the building. The PA CareerLink® site in Carlisle currently lacks heating and air conditioning because the rooftop HVAC unit servicing the building has failed. A quote by Haller Enterprises, who inspected the unit, indicated that the heat exchanger, which is part of the heating function of the unit, is perforated and risks leaking carbon monoxide into the building. The Haller technician turned off the gas supply to the unit to prevent usage, which could be dangerous to occupants. Haller Enterprises estimated the cost to replace the unit to be $29,500.00. SCPa Works is seeking two additional quotes in accordance with general procurement guidelines.

Solicitor Truntz provided additional details on the terms of the lease. The Carlisle CareerLink® is subject to a 10-year lease dated March 7, 2022 with Carlisle Commons, LLC. The lease terms provide that tenant is responsible repairing and maintaining mechanical systems within the building, including the HVAC unit. SCPa Works will be requesting the landlord to provide financial assistance in replacing the HVAC unit.

After discussion, on motion duly made by Andrew Williford and seconded by Kenneth Tuckey, it is:

RESOLVED, that upon receipt of two additional quotes for the replacement of the rooftop HVAC unit serving the PA CareerLink® building, and upon request of the landlord for financial assistance in replacing the HVAC unit, the purchase of the HVAC unit for the Carlisle PA CareerLink® is hereby approved in an amount not to exceed $40,000.00,. SCPa Works staff is directed to ensure compliance with the Federal Uniform Guidance regulations regarding the allowability of this expenditure.

(Motion carried unanimously; there were no abstentions.)

VII. BUSINESS

A. <u>CEO Update</u>

CEO McCree provided a brief update on federal funding appropriations and progress regarding the ongoing State budget progress, with more information to follow.

VIII. ADJOURNMENT

The Chairperson adjourned the meeting at 9:35 a.m. without objection.